PROPOSED BOARD POLICY REVISION – POLICY 2.3.8.B

Action Requested: Approve clarifications to Board Office approvals for design professionals, construction managers, and contractors.

Executive Summary:
- To eliminate one administrative step, the Board Office would like to combine the selection and agreement approvals into one step for design professionals, ancillary design professionals, and feasibility study consultants.
- Since a Construction Manager-Agent (CMA) is a consultant like a design professional, the Board Office would approve the CMA Selection and Agreement in one step as well.
- To simplify Board Office contract approval thresholds for ancillary design consultants and feasibility study consultants, thresholds for both would be set at $200,000.
- Since Construction Manager at Risk and Design-Build contracts provide construction, the Board Office would continue to approve their contract awards and contracts separately.

Proposed policy 2.3.8.B change:
ii. Selection of Prime Design Consultants for Projects with Budgets of $1,000,000 or More

j. The selection committee’s summary report shall be combined with the agreement and forwarded to the Board Office with the institution’s request for approval of the selected firm.

j. The requirements of this section do not apply to the selection of ancillary design consultants such as commissioning agents, or the provision of testing services. quality control, material testing, equipment consultant, testing and balancing, move planning, and move execution. The institutions shall use their discretion to determine the best method to select ancillary design consultants, such as commissioning agents, quality control or testing services, and shall document the method used. Agreements for ancillary services require approval of the Board Office only when the negotiated fee exceeds $150,000 fee is $200,000 or greater.

iii. Construction Manager Services Selection Process

b. The selection processes for Construction Manager - Agent should follow those outlined above for design consultants.

c. Just as the contract award and contract approval are two separate Board Office approvals when using the Design-Bid-Build delivery method, the contract award and the contract approval should be two separate Board Office approvals, when using the Construction Manager at Risk or Design-Build delivery methods.

c. The provision of services by construction managers is subject to the policies governing design consultants as outlined above.
iv. Use of Consultants for Feasibility Studies

c. The institution’s chief business officer or designee shall approve the selection and consultant agreement for feasibility studies with a total anticipated cost of less than $100,000.

$200,000.

d. The Board Office shall approve the selection and agreement of the consultant and the agreement for feasibility studies with a total anticipated cost of $100,000. $200,000 or greater. The institution shall provide the Board Office with a description of the selection process and the rationale for selection of the consultant, with its request for approval.